



Medford City Council Meeting

Agenda

June 16, 2016

12:00 Noon

**Medford City Hall, Council Chambers
411 West 8th Street, Medford, Oregon**

10. Roll Call

Employee Recognition

20. Approval or Correction of the Minutes of the June 2, 2016 Regular Meeting

30. Oral Requests and Communications from the Audience

Comments will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. PLEASE SIGN IN.

40. Consent Calendar

40.1 COUNCIL BILL 2016-72 A resolution certifying that the City of Medford is eligible to receive state-shared revenues and elects to receive state-shared revenues for fiscal year 2016-17.

40.2 COUNCIL BILL 2016-73 An ordinance making the annual ad valorem property tax levy of the City of Medford for fiscal year 2016-17.

40.3 COUNCIL BILL 2016-74 An ordinance authorizing exemption from competitive bidding and awarding a contract in the amount of \$151,776 to Tiburon, Inc. for continued technical support and future software enhancements.

50. Items Removed from Consent Calendar

60. Ordinances and Resolutions

60.1 COUNCIL BILL 2016-75 A resolution authorizing the Public Works Department to hire one additional full time employee for the position of Public Works Supervisor in the Operations Division to lead the subsurface maintenance section.

60.2 COUNCIL BILL 2016-76 A resolution authorizing the transfer of \$111,000 from the Street Utility Fund Contingency Account to the Public Works Personal Services Account to fund the new Public Works Supervisor position.

60.3 COUNCIL BILL 2016-77 An ordinance awarding a contract in an amount not to exceed \$100,000 to HVS Convention, Sports, & Entertainment to conduct a conference center feasibility study.

60.4 COUNCIL BILL 2016-78 An ordinance authorizing execution of an agreement between the City of Medford and the International Association of Fire Fighters Local 1431 concerning wages, benefits, and other working conditions from July 1, 2016, through June 30, 2017.

- 60.5 COUNCIL BILL 2016-79 An ordinance amending the Rules and Regulations for Executive, Supervisory, and Confidential-Professional employees pertaining to wages, hours, fringe benefits, and other working conditions effective July 1, 2016.
- 60.6 COUNCIL BILL 2016-80 An ordinance authorizing execution of a contract in an amount of \$1,952,378.37 with Emergency Communications of Southern Oregon to provide police and fire dispatch services for fiscal year 2016-17.
- 60.7 COUNCIL BILL 2016-81 An ordinance providing for the compensation of the City Manager Pro Tem.

70. Council Business

- 70.1 Parks and Recreation Commission Appointment

80. City Manager and Other Staff Reports

- 80.1 Quarterly Travel Medford update by Eli Matthews
- 80.2 Further reports from City Manager

90. Propositions and Remarks from the Mayor and Councilmembers

- 90.1 Proclamations issued: None
- 90.2 Further Council committee reports
- 90.3 Further remarks from Mayor and Councilmembers

100. Adjournment to the Evening Session

EVENING SESSION
7:00 P.M.

There are no items for Council consideration.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 40.1

www.ci.medford.or.us

DEPARTMENT: Finance
PHONE: (541) 774-2030
STAFF CONTACT: Alison Chan, City Manager Pro Tem

AGENDA SECTION: Consent Calendar
MEETING DATE: June 16, 2016

COUNCIL BILL 2016-72

A resolution certifying that the City of Medford is eligible to receive state-shared revenues and elects to receive state-shared revenues for fiscal year 2016-17.

SUMMARY AND BACKGROUND

A resolution certifying that the City of Medford is eligible to receive state shared revenues, and elects to receive state shared revenues for the fiscal year 2016-2017. Two public hearing are required as a part of the process

ORS 221.770 requires cities to pass a resolution or ordinance each year stating their eligibility and desire to receive state shared revenue funds. The law also requires cities to certify that two public hearing were held. The first, before the Budget Committee, discloses possible uses of these funds. The second, before Council at budget adoption states the proposed uses of funds in relation to the entire budget. Both required public hearings were held as a part of the budgeting process in May and June of 2015.

PREVIOUS COUNCIL ACTIONS

The City Budget Committee held a public hearing on May 13, 2015. Council held a public hearing on June 4, 2015 as a part of the budget adoption process.

ANALYSIS

This is an annual election.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The City expects to receive \$6.7 million in state shared revenue in fiscal year 2016-2017. The General Fund will receive an estimated \$2.2 Million which is 4% of its total General Fund annual revenue. The Gas Tax Fund will receive an estimated \$4.5 million which is 97% of the Gas Tax Fund annual revenue.

TIMING ISSUES

The declaration must be completed and filed prior to July 1, 2016.

COUNCIL OPTIONS

Approve, modify or deny the resolution.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution which certifies the City of Medford is eligible to receive state shared revenues and elects to receive state shared revenues for fiscal year 2016-2017.

EXHIBITS

Resolution

RESOLUTION NO. 2016-72

A RESOLUTION certifying that the City of Medford is eligible to receive state-shared revenues and elects to receive state-shared revenues for fiscal year 2016-17.

WHEREAS, ORS 221.760 provides as follows:

“The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall disburse funds in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, only if the officer reasonably is satisfied that the city meets the requirements set out in subsection (2) of this section, or if the city provides four or more of the following municipal services:

- (a) Police protection
- (b) Fire protection
- (c) Street construction, maintenance and lighting
- (d) Sanitary sewers
- (e) Storm sewers
- (f) Planning, zoning and subdivision control
- (g) One or more utility services...”;

WHEREAS, the city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

- (1) That the City of Medford hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- (a) Police protection
- (b) Fire protection
- (c) Street construction, maintenance and lighting
- (d) Sanitary sewers
- (e) Storm sewers
- (f) Planning, zoning and subdivision control
- (g) One or more utility services

- (2) That the City of Medford hereby elects to receive state shared revenues for fiscal year 2016-17 and certifies that the public hearings required by ORS 221.770 have been

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completed prior to July 1, 2016.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor



**CITY OF MEDFORD
AGENDA ITEM COMMENTARY**

Item No: 40.2

www.ci.medford.or.us

DEPARTMENT: Finance
PHONE: (541) 774-2030
STAFF CONTACT: Alison Chan, City Manager Pro Tem

AGENDA SECTION: Consent Calendar
MEETING DATE: June 16, 2016

COUNCIL BILL 2016-73

An ordinance making the annual ad valorem property tax levy of the City of Medford for fiscal year 2016-17.

SUMMARY AND BACKGROUND

An ordinance making the annual ad valorem property tax levy of the City of Medford for fiscal year 2016-2017 and the assessment of unpaid sewer fees.

ORS 294.435 requires the governing body to declare by resolution or ordinance the tax amount or tax rate to be levied. Additionally, the resolution or ordinance must declare the tax limitation category into which the tax is placed. The City's proposed tax levy is as follows:

General Government Limitation	Permanent Rate	\$5.2953
Excluded from limitation	General Bonds	\$400,000
Special Assessments, Fees and Charges	Unpaid Sewer Fees	\$190,000 (estimated)

The permanent rate will raise approximately \$35.2 million in taxes depending upon final assessed value and the collection rate.

PREVIOUS COUNCIL ACTIONS

The City Council has consistently levied the maximum permanent rate of \$5.2953 per \$1,000 of assessed value.

ANALYSIS

This is an annual levy.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The total estimated revenue from property tax is \$36.7 million.

TIMING ISSUES

The declaration must be completed and filed with Jackson County prior to July 15, 2016

COUNCIL OPTIONS

Approve, modify or deny the ordinance.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance.

SUGGESTED MOTION

I move to approve the ordinance which declares and categorizes the tax for the City of Medford for the fiscal year July1, 2016 to June 30, 2017.

EXHIBITS

Ordinance

ORDINANCE NO. 2016-73

AN ORDINANCE making the annual ad valorem property tax levy of the City of Medford for fiscal year 2016-17.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. The City Council of the City of Medford hereby determines, makes and declares the ad valorem property taxes provided for in the adopted budget for the fiscal year commencing July 1, 2016, and levies these taxes upon all taxable property within the city as provided by law. The following is the itemization and categorization of taxes which make up the aggregate levy:

Description of Levy:	Subject to Measure 5 Limits-General Government <u>Rate per \$1,000 of Assessed Value</u>	Not Subject to Measure 5 Limits <u>Amount of Levy in Total Dollar Amount Levied</u>
Permanent Rate: Rate of ad valorem property taxation levy within permanent rate limitation	\$5.2953	
General Obligation Bond Debt Service: Levy for bonded indebtedness or interest thereon not subject to Measure 50		\$400,000
Special Assessments, Fees, and Charges: Estimate of unpaid sewer fees (final amount to be submitted in August).		\$190,000

Section 2. The City of Medford hereby certifies that the City's permanent rate limit in dollars and cents per \$1,000 is \$5.2953.

Section 3. The Finance Director is hereby authorized and directed to certify to the County Clerk and County Assessor of Jackson County, Oregon, and the Department of Revenue in Salem, Oregon, the levy of taxes made by this ordinance pursuant to Form LB-50 attached as Exhibit A and

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incorporated by reference.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor

APPROVED: _____, 2016.

Mayor

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Jackson County

FORM LB-50 2016-2017

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Medford has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Jackson County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

411 W 8th Street Medford Oregon 97501 June 16, 2016
Mailing Address of District City State ZIP code Date

Alison Chan Finance Director 541-774-2030 alisonchan@cityofmedford.org
Contact Person Title Daytime Telephone Contact Person E-Mail

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits		
		Rate -or- Dollar Amount		
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	5.2953		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2. Local option operating tax	2	NA		
3. Local option capital project tax	3	NA		
4. City of Portland Levy for pension and disability obligations	4	NA		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.	NA		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	400,000		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	400,000		

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	5.2953
7. Election date when your new district received voter approval for your permanent rate limit	7	NA
8. Estimated permanent rate limit for newly merged/consolidated district	8	NA

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
NA				

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 Unpaid Sewer Fees - estimate, final amount to be submitted in August		\$ 190,000
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS 454.225 (Must be completed if you have an entry in Part IV)



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 40.3

www.ci.medford.or.us

DEPARTMENT: Technology Services
PHONE: (541) 774-2051
STAFF CONTACT: Doug Townsend, Director TS

AGENDA SECTION: Consent Calendar
MEETING DATE: June 16, 2016

COUNCIL BILL 2016-74

An ordinance authorizing exemption from competitive bidding and awarding a contract in the amount of \$151,776.00 to Tiburon, Inc. for continued technical support and future software enhancements.

SUMMARY AND BACKGROUND

The City of Medford and Jackson County share the cost to license and operate Tiburon's Public Safety software for use by their respective Law Enforcement agencies for records management and corrections management. In order to assure continued technical support as well as future software enhancements, a software support and maintenance agreement is required. The agreement, as well as the records management and corrections management software is managed by the City of Medford.

Software support and maintenance is only available from Tiburon, Inc., due to the proprietary rights of the software. This exemption is requested under Medford Code 2.613(2)(d).

PREVIOUS COUNCIL ACTIONS

This item was previously approved by City Council in June 2012. It has since been approved annually by the City Manager. However, it is before City Council again this year, as the maintenance renewal rate now exceeds City Manager spending authority.

ANALYSIS

The Tiburon software maintenance will continue without interruption with City Council approval.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Of the total \$151,776 due, Jackson County will be invoiced \$101,136 for their portion of the cost of the software support and maintenance.

TIMING ISSUES

The software support and maintenance coverage period is July 1, 2016 through June 30, 2017.

COUNCIL OPTIONS

Approve or deny the ordinance.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance.

SUGGESTED MOTION

I move to approve the ordinance authorizing an exemption from competitive bidding and awarding a software support and maintenance contract in the amount of \$151,776 to Tiburon, Inc. for continued technical support and future software enhancements.

EXHIBITS

Ordinance
Contract is on file in the City Recorder's office.

ORDINANCE NO. 2016-74

AN ORDINANCE authorizing exemption from competitive bidding and awarding a contract in the amount of \$151,776 to Tiburon, Inc. for continued technical support and future software enhancements.

WHEREAS, this exemption is not likely to encourage favoritism in awarding public contracts or substantially diminish competition for public contracts, is likely to result in substantial costs savings, and there is only one seller of the product of the quality provided; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

An exemption from competitive bidding is granted and a contract in the amount of \$151,776 for continued technical support and future software enhancements is hereby awarded to Tiburon, Inc.

PASSED by the Council and signed by me in authentication of its passage this ____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2016.

Mayor



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.1

www.ci.medford.or.us

DEPARTMENT: Public Works
PHONE: 541-774-2101
STAFF CONTACT: Cory Crebbin

AGENDA SECTION: Ordinances and Resolutions
MEETING DATE: June 16, 2016

COUNCIL BILL 2016-75

A resolution authorizing the Public Works Department to hire one additional full time employee for the position of Public Works Supervisor in the Operations Division to lead the subsurface maintenance section.

SUMMARY AND BACKGROUND

This item was presented at a Council Study Session on May 26, 2016. The Public Works Department is requesting the addition of one (1) full-time equivalent (FTE) staff position for a Public Works Supervisor in the Operations Division.

PREVIOUS COUNCIL ACTIONS

None.

ANALYSIS

The Public Works Operations Division currently has one supervisor with responsibility for fourteen (14) subordinates. This section is responsible for street maintenance and repair and replacement of underground utility systems. Public Works is proposing to split this work group into two sections; one section will be responsible for surface maintenance and the other will be responsible for subsurface maintenance. An additional Public Works Supervisor position is needed to lead the subsurface maintenance section.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The annualized cost of the proposed new position is approximately \$111,000 and will be funded from Public Works utility funds: Sewer 014 (50%), and Storm Drain 046 (50%).

TIMING ISSUES

It is desired to make this change July 1, 2016, to coincide with other organizational changes.

COUNCIL OPTIONS

Approve, modify or deny the resolution.

STAFF RECOMMENDATION

Approve the resolution authorizing the addition of one (1) FTE staff position, Public Works Supervisor.

SUGGESTED MOTION

I move to approve the resolution adding a Public Works Supervisor position to the Public Works Operations Division.

EXHIBITS

Resolution

RESOLUTION NO. 2016-75

A RESOLUTION authorizing the Public Works Department to hire one additional full time employee for the position of Public Works Supervisor in the Operations Division to lead the subsurface maintenance section.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the Public Works Department is authorized to hire one additional full time employee for the position of Public Works Supervisor in the Operations Division to lead the subsurface maintenance section.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.2

www.ci.medford.or.us

DEPARTMENT: Finance **AGENDA SECTION:** Ordinances and Resolutions
PHONE: 541-774-2030 **MEETING DATE:** June 16, 2016
STAFF CONTACT: Alison Chan, City Manager Pro Tem

COUNCIL BILL 2016-76

A resolution authorizing the transfer of \$111,000 from the Street Utility Fund Contingency Account to the Public Works Personal Services Account to fund the new Public Works Supervisor position.

SUMMARY AND BACKGROUND

Public Works requested the addition of a Public Works Supervisor position earlier in this meeting. This transfers funding from Street Utility Fund (24) Contingency to pay for the position.

PREVIOUS COUNCIL ACTIONS

The new Public Works Supervisor position was presented earlier in this meeting.

ANALYSIS

A total of \$111,000 is needed to fund salary and benefits. The position will be funded from the Street Utility Fund (Fund 24). Fund 24 has \$1,660,000 available in Contingency.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Transfers from Contingency do not change the budget total.

TIMING ISSUES

It is desired to make the new position effective July 1, 2016.

COUNCIL OPTIONS

Approve, modify or deny the budget transfer.

STAFF RECOMMENDATION

Approve the budget transfer.

SUGGESTED MOTION

I move to approve the transfer of \$111,000 from Street Utility Fund (24) Contingency to fund the new Public Works Supervisor position.

EXHIBITS

Resolution

RESOLUTION NO. 2016-76

A RESOLUTION authorizing the transfer of \$111,000 from the Street Utility Fund Contingency Account to the Public Works Personal Services Account to fund the new Public Works Supervisor position.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that:

The transfer of \$111,000 from the Street Utility Fund Contingency Account to the Public Works Personal Services Account to fund the new Public Works Supervisor position, as shown on Exhibit A attached and incorporated herein by reference, is hereby authorized.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor

CITY OF MEDFORD Appropriation Modifications per ORS 294.338(2)

Requesting Department: Finance

Biennium **FY15/16 - FY16/17**

Date of Proposed Council Action: 06/16/16

Date **June 8, 2016** *dd*

Explanation of Requested Transfer: See AIC

Account Number	Description	Project Number	Debit	Credit
024-4103-671.xx-xx	Salaries/Wages		111,000	
024-1609-614.99-00	Contngency			111,000
TOTALS			111,000	111,000

Requested by *C. Cell*
Department Head

Approved by *Althea*
City Manager *Pro Tem*



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.3

www.ci.medford.or.us

DEPARTMENT: City Manager's Office **AGENDA SECTION:** Ordinances and Resolutions
PHONE: 541-774-2000 **MEETING DATE:** June 16, 2016
STAFF CONTACT: John W Hoke, Deputy City Manager

COUNCIL BILL 2016-77

An ordinance awarding a contract in an amount not to exceed \$100,000 to HVS Convention, Sports, & Entertainment to conduct a conference center feasibility study.

SUMMARY AND BACKGROUND

The City of Medford received \$100,000 from the State to conduct a conference center feasibility study. A task force of community professionals and staff drafted the Scope of Services for the study. An RFP was issued and seven companies responded. The Project Advisory Team force scored the responses and interviewed the top two scorers - HVS Convention, Sports, & Entertainment and CSL International. Based on the interviews, the Project Advisory Team recommends awarding the contract to HVS Convention, Sports, & Entertainment.

PREVIOUS COUNCIL ACTIONS

None

ANALYSIS

The State awarded the City of Medford \$100,000 to conduct a conference center feasibility study. The Scope of Services outlines three phases of the study. Phase I reviews existing information, performs an analysis of market demand, prepares case studies of comparable and competitive facilities, conducts surveys and interviews, and provides market feasibility. Phase II develops a recommended program for a conference center and associated facilities, identifies size and demand for exhibition space, meeting areas, breakout spaces, ballroom, lobby, kitchen facilities, parking requirements, and locational requirements that may be relevant. Phase II also identifies any necessary site characteristics, identifies a range of prospective locations based on the program and site requirements, and reviews the recommendations with the Project Advisory Team. Phase III develops a project massing study that would work for the type of conference center including preliminary space massing and stacking studies and three conceptual site plans. This phase will provide budget level construction cost estimates, generate a ten-year development and operation/maintenance pro forma, incorporate and validate estimates for property acquisition, capital development costs, operation expenditures, on-going and one time revenues and net expenses, recommend an operating and management structure, determine net regional economic impact on the community, and prepare and present documentation of tentative findings and recommendations. Moving from one phase to the next is dependent on the findings.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Not to exceed \$100,000.

TIMING ISSUES

None

COUNCIL OPTIONS

Approve, modify or deny the ordinance.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance to award the contract to HVS Convention, Sports, & Entertainment.

SUGGESTED MOTION

I move to approve the ordinance authorizing a contract to HVS Convention, Sports, & Entertainment to conduct a Conference Center Feasibility Study.

EXHIBITS

Ordinance

Agreement on file in the City Recorder's Office. Page 17

ORDINANCE NO. 2016-77

AN ORDINANCE awarding a contract in an amount not to exceed \$100,000 to HVS Convention, Sports, & Entertainment to conduct a conference center feasibility study.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That a contract in an amount not to exceed \$100,000 to conduct a conference center feasibility study, which is on file in the City Recorder's office, is hereby awarded to HVS Convention, Sports, & Entertainment.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2016.

Mayor



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.4

www.ci.medford.or.us

DEPARTMENT: Human Resources

AGENDA SECTION: Ordinances and Resolutions

PHONE: 541-774-2010

MEETING DATE: June 16, 2016

STAFF CONTACT: Mike Snyder, Human Resources Director

COUNCIL BILL 2016-78

An ordinance authorizing execution of an agreement between the City of Medford and the International Association of Fire Fighters Local 1431 concerning wages, benefits, and other working conditions from July 1, 2016, through June 30, 2017.

SUMMARY AND BACKGROUND

A three year agreement with International Association of Fire Fighters (IAFF) Local 1431 will expire June 30, 2016. The proposed one year agreement for 2016-2017 provides consistency with council direction regarding the wages, hours, fringe benefits and other working conditions. Battalion Chiefs are now included in the bargaining unit.

PREVIOUS COUNCIL ACTIONS

Council action is required on collective bargaining agreements.

ANALYSIS

The proposed agreement provides for:

1. Salary increases: 2.25% effective 7/1/16 (retro increase of 2.25% for Battalion Chiefs effective 7/1/15).
2. Health insurance: The cap for the City contribution to insurance premium would be set at \$1,550 per month effective 7/1/16.
3. Increase of 16 hours vacation accrual per year.
4. Additional amendments were proposed and ratified by the bargaining group. These amendments have minimal financial impact and provide for clarity within the agreement.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The total increased compensation cost of the proposed action has been estimated by the Finance Department to be approximately \$250,000 for the one year agreement. Funds for the contract increases are available in the 2015-2017 biennial budget.

TIMING ISSUES

If the council chooses to not approve this proposed agreement, negotiations with the bargaining unit will need to be reopened.

COUNCIL OPTIONS

Approve or deny the ordinance.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance, authorizing the agreement with IAFF.

SUGGESTED MOTION

I move to approve the ordinance authorizing the agreement with IAFF.

EXHIBITS

Ordinance

Agreement on file in City Recorder's office.

ORDINANCE NO. 2016-78

AN ORDINANCE authorizing execution of an agreement between the City of Medford and the International Association of Fire Fighters Local 1431 concerning wages, benefits, and other working conditions from July 1, 2016, through June 30, 2017.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That execution of an agreement between the City of Medford and the International Association of Fire Fighters Local 1431 concerning wages, benefits, and other working conditions from July 1, 2016, through June 30, 2017, which agreement is on file in the office of the City Recorder, is hereby authorized.

PASSED by the Council and signed by me in authentication of its passage this ____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2016.

Mayor



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.5

www.ci.medford.or.us

DEPARTMENT: Human Resources

AGENDA SECTION: Ordinances and Resolutions

PHONE: 541-774-2010

MEETING DATE: June 16, 2016

STAFF CONTACT: Mike Snyder, Human Resources Director

COUNCIL BILL 2016-79

An ordinance amending the Rules and Regulations for Executive, Supervisory, and Confidential-Professional employees pertaining to wages, hours, fringe benefits, and other working conditions effective July 1, 2016.

SUMMARY AND BACKGROUND

The proposed update of the Rules and Regulations for Management Staff for 2016-2017 provides consistency with Council direction regarding the wages, hours, fringe benefits and other working conditions.

PREVIOUS COUNCIL ACTIONS

Council action is required on employee agreements.

ANALYSIS

The proposed agreement provides for:

1. Salary increases: 2.5% effective 7/1/16.
2. Health insurance: The cap for the City contribution to insurance premium would be set at \$1,550 per month effective 7/1/16.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The total increased compensation cost of the proposed action has been estimated by the Finance Department to be approximately \$359,000 for the one year agreement. Funds for the contract increases are available in the 2015-2017 biennial budget.

TIMING ISSUES

If the Council chooses to not approve this proposed agreement, the current Rules and Regulations will continue to be in effect.

COUNCIL OPTIONS

Approve or deny the ordinance.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance, authorizing updates to the Rules and Regulations of Management Staff.

SUGGESTED MOTION

I move to approve the ordinance authorizing updates to the Rules and Regulations of Management Staff.

EXHIBITS

Ordinance

Agreement on file in City Recorder's office.

ORDINANCE NO. 2016-79

AN ORDINANCE amending the Rules and Regulations for Executive, Supervisory, and Confidential-Professional employees pertaining to wages, hours, fringe benefits, and other working conditions effective July 1, 2016.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That the Rules and Regulations for Executive, Supervisory, and Confidential-Professional employees pertaining wages, hours, fringe benefits, and other working conditions effective July 1, 2016 are amended as set forth in the agreement which is on file in the office of the City Recorder and incorporated herein by reference.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2016.

Mayor

ORDINANCE NO. 2016-80

AN ORDINANCE authorizing execution of a contract in an amount of \$1,952,378.37 with Emergency Communications of Southern Oregon to provide police and fire dispatch services for fiscal year 2016-17.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That execution of a contract in an amount of \$1,952,378.37 with Emergency Communications of Southern Oregon to provide police and fire dispatch services for fiscal year 2016-17, which is on file in the City Recorder's office, is hereby authorized.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2016.

Mayor



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.7

www.ci.medford.or.us

DEPARTMENT: City Manager's Office
PHONE: 541-774-2000
STAFF CONTACT: Gary Wheeler, Mayor

AGENDA SECTION: Ordinances and Resolutions
MEETING DATE: June 16, 2016

COUNCIL BILL 2016-81

An ordinance providing for the compensation of the City Manager Pro Tem.

SUMMARY AND BACKGROUND

Finance Director Alison Chan was appointed by the Mayor to the position of City Manager Pro Tem on June 5, 2016 at 5:00pm. She replaced City Manager Pro Tem, John W Hoke who was in the position one full year and was limited by Medford City Charter to a 12 month term. The proposed compensation for Ms. Chan is the same as what was provided to Mr. Hoke during his City Manager Pro Tem appointment. Details of the proposed compensation are in the ordinance. Additionally, the ordinance entitles Ms. Chan to revert to her former position of Finance Director when she is no longer the City Manager Pro Tem.

PREVIOUS COUNCIL ACTIONS

None

ANALYSIS

The proposed compensation is the same as provided to the previous City Manager Pro Tem.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The cost of the agreement is within the resources available in the City Manager's adopted budget.

TIMING ISSUES

Ms. Chan was appointed to the position June 5, 2016.

COUNCIL OPTIONS

Approve, modify or deny the ordinance.

STAFF RECOMMENDATION

Staff makes no recommendation.

SUGGESTED MOTION

I move to approve the ordinance providing for the compensation of Alison Chan, City Manager Pro Tem.

EXHIBITS

Ordinance

ORDINANCE NO. 2016-81

AN ORDINANCE providing for the compensation of the City Manager Pro Tem.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. The compensation of City Manager Pro Tem Alison B. Chan shall be as provided herein effective June 6, 2016, and continuing for so long as she remains in said office.

Section 2. During her term as City Manager Pro Tem, Ms. Chan's base salary shall be the sum of \$12,308.64 per month. In addition to base salary, Ms. Chan shall receive \$749.96 per contribution to her deferred compensation account, and a car allowance of \$750 per month. In addition to any other benefits described in the Rules and Regulations for Executive, Supervisory, and Confidential-Professional Employees of the City of Medford, Ms. Chan shall receive eight (8) hours per month administrative leave, and Ms. Chan shall be entitled to use or convert these hours to cash at any time without limitation except that, upon the termination of her duties as City Manager Pro Tem, Ms. Chan shall be paid for any remaining accrued administrative leave hours.

Section 3. Upon the termination of her duties as City Manager Pro Tem, Ms. Chan shall be entitled to revert to her former position as Finance Director at the same salary she would have received if she had remained in her position as Finance Director.

PASSED by the Council and signed by me in authentication of its passage this ____ day of _____, 2016.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2016.

Mayor